



Safeguarding Policy and Procedures for working with Children and Young People

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Safeguarding Policy



Working with and Caring for Young People

Introduction

The Charity Commission regards children and young people, hereafter referred to as 'young person or young people', i.e. those under 18 years of age, as 'vulnerable' and charges all charity trustees with a responsibility for ensuring that those benefitting from, or working with, their charity, are not harmed in any way through contact with it. Trustees have a legal duty to take all reasonable steps within their power to ensure that this does not happen, to be aware of the relevant law, to understand how this applies to their organisation and to comply with it, adopting best practice as far as possible. This policy has been written and approved with these aims in mind.

'Safeguarding' is a term which is broader than 'Child protection' and relates to the action taken to promote the welfare of all young people and protect them from abuse and harm.

Safeguarding is everyone's responsibility and is defined in 'Working Together to Safeguard Children 2018' as:

- Protecting young people from maltreatment;
- Preventing impairment of young people's health and development;
- Ensuring that young people grow up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all young people to have the best outcomes.

Scope

This policy safeguards all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, students, anyone working on behalf of **Oriell Ministries** or having contact with the work of the charity.

Purpose

- To protect young people who receive the services of **Oriell Ministries** and those people who work with young people. This includes the children of adults who use our services;
- To provide staff and volunteers with overarching principles that guide our approach to safeguarding and child protection;
- To provide a safe and trusted environment.
- To enable people protected by this policy to raise safeguarding concerns.

Oriell Ministries believes that a young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all young people and to keep them safe; if we see something, we have a duty to say something. We are committed to practice in a way that protects them.

Legal Framework

This policy has been drawn up based on the law and guidance that seeks to protect young people. It is further supplemented by the following:

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- Charity Commission: Strategy for dealing with Safeguarding Issues in Charities
- Working Together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; Gov.UK 2018
- Information Sharing for Safeguarding Practitioners; Gov.UK 2018
- Child Sexual Exploitation: definition and guide for practitioners; Gov.UK 2017
- Keeping Children Safe in Education; Gov.uk annual updates
- Definitions and Signs of Child Abuse; NSPCC 2020

This policy, and the attached appendices, should be read alongside the following policies and procedures:

- Health and Safety Policy
- Anti-Bullying and Harassment Policy
- Whistleblowing Policy
- E-Safety and Social Media Policy
- Policy of safeguarding and Protection of People
- Safer recruitment Policy, including DBS checks, secure storage of information and employment of ex-offenders
- Event specific Risk Assessments and Briefing Notes e.g. Four:12. Illuminate

Policy Statement

We recognize that:

- The welfare of the young person is paramount, as enshrined in the Children Act 1989;
- All young people, without exception, have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs;
- No young person, or group of young people, must be treated any less favourably than others in being able to access services which meet their needs;
- Some young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- Working in partnership with young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to help young people stay safe by:

- Valuing them, listening to and respecting them;
- Appointing a Designated Safeguarding Officer (DSO) for young people, a deputy (DDSO) and a lead board member for safeguarding (see Appendix 5);
- Ensuring the DSO and DDSO are supported in their role with up to date and regular access to training;
- Adopting child protection and safeguarding practices through clear procedures and a code of conduct for staff and volunteers
- Developing and implementing effective e-safety procedures;
- Providing effective management for staff and volunteers through supervision, support and training, including the regular cascading of information by the DSO or DDSO;
- Recruiting staff and volunteers safely, ensuring all necessary checks are made in line with current Disclosure and Barring Service (DBS) requirements;

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- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with young people, their families, staff and volunteers via leaflets, posters, one-to-one discussions;
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving young people, parents, families and carers appropriately;
- Using our procedures to manage concerns or allegations about staff or volunteers appropriately, including referral to Children's Social Services, the independent Local Authority Designated Officer (LADO) for allegations against staff, trustees and other volunteers and, in emergencies, the Police;
- Creating and maintaining an anti-bullying and anti-harassment environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- Ensuring that we have effective whistleblowing and complaints measures in place;
- Ensuring that we provide a safe physical environment for our young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance;
- Informing young people, their parents and carers of the policy and procedures as appropriate. This will include publishing this and other related policies on the **Oriel Ministries** website.

We are committed to reviewing this policy and our practice annually or sooner if changes to the law require it.

This policy updates the policy for Child Protection, last reviewed in 2022.

This policy was last reviewed by Oriel Ministries' Board of Trustees on 28th November 2023.

Signed

(Chair of **Oriel Ministries Board of Trustees**, Lead Board Member for Safeguarding)

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Appendix 1:

Code of conduct for staff and volunteers- pastoral care, induction, training and support

All activities should avoid any situation where abuse could result. All young people should be treated with respect and dignity.

- All work with young people is to take place in public.
- Personal conversations are to include someone of the same sex and with a minimum of three people present, if possible.
- When giving lifts to young people, if only one is left in a four-door car, that young person should normally sit in the rear seats but as a rule the driver should not be left alone with a young person wherever possible. In the case of a staff member, lifts must only be given where the driver is insured for use of the car for business purposes.
- Initiating physical contact with young people is to be avoided. If physical abuse is threatened, then workers should seek assistance in the first instance and if physical violence is used against you then you may defend yourself using the minimum of force.
- In school lessons and assemblies, a member of the school staff should be present. For after school or lunchtime events, an agreement is to be negotiated with the school as to whether they wish a staff member to be present (although a member of staff should always be on call). The recommended minimum is that two **Oriel Ministries** or school staff members to be present during such events.
- In youth work (bus, club, group etc.) ensure there are always two workers or volunteers present and if young people need to be escorted off the premises that this is done through verbal encouragement. If this fails, police should be called immediately, and the event supervisor made aware as soon as possible.
- Making sexually suggestive comments about, or to, a young person, even in "fun", any scapegoating, ridiculing, rejecting or comments about a young person's attributes or attractiveness should not occur.
- Hugging is to be discouraged among the staff and volunteers when young people are present. Although physical contact should not be initiated by the worker it is important that young people, if they initiate and choose to have any contact, are responded to appropriately, e.g. a side arm hug, but avoidance is the guide.
- Parental or carer consent must be obtained for any activity undertaken where the young person is involved in extended time out of their home. Communication of what is happening should always be made available to parents and carers, including an emergency telephone procedure.
- An agreed system of recording activities and conversations with young people should be implemented.
- Avoid favoritism and special friendships. Do not develop an exclusive relationship with a group member if you are a leader, however small the age gap. Do not be over eager to befriend particular young people. Crushes with group members are strongly discouraged and an intermediary should be involved if necessary.

On appointment to **Oriel Ministries**, each member of staff or volunteer will be given a copy of The Safeguarding Policy and agreed procedures and required to sign to say they have read and agreed to work within them. Should there be a breach of this Code of Conduct, disciplinary and grievance procedures may be implemented.

Oriel Ministries is committed to helping to support, resource and train those who work with young people. Staff and volunteers will be given appropriate levels of training according to these guidelines before they are involved in **Oriel Ministries** activities.

Appendix 2:

Tips for dealing with challenging behaviour

- Change voice tone but try not to shout. Once you do, the young person has won!
- Separate those who tend to be disruptive when together (these are often friends). Give them a chance - you should warn them first and only separate them if, and when, they are disruptive.
- Have a young person sit right in front of you.
- Ask another teacher/ leader to sit next to the young person.
- Be pro-active and encourage helpers to be pro-active, don't wait to be told to deal with a situation.
- Take the young person aside and talk to them, challenging them to change (while encouraging their strengths).
- Warn a young person that you will speak to their parents or carers and do so if necessary. With some non-church young people, we need to be wise in this, as speaking to parents or carers may incur their wrath on the young person and a ban from attending.
- Keep brief notes - who/what/when in the Youth workers notebook. This enables clear communication between the team and can be referred to should more detailed records be needed.
- When challenging behaviour use the language of club values to express concerns and reinforce expectations.
- If a young person's behaviour is constantly disruptive, seek advice and guidance from other youth workers or project leaders. It is valuable to record the behaviour using an ABC form (Antecedent, Behaviour, Consequence). Never name other young people on this form but refer to others anonymously.
- Warn them and if they persist in misbehaving, send them outside the room (take care that there is adequate supervision) or ban them initially for a week. If a young person is excluded, contact the parent requesting an early pick up and giving a brief explanation of the reason for the ban. Discuss with a.n.o. youth worker what happened and whether a longer ban is appropriate. NEVER give a total ban without reference to your project leader; likewise, a parent or carer must be advised.

Appendix 3:

Lone working, including one to one situations and mentoring

All one-to-one work should be done in accordance with the **Oriel Ministries'** Safeguarding Policy. This document forms an extension to that policy to clarify specific issues relating to one-to-one work. Note that, working in partnership with churches, individuals and organizations, **Oriel Ministries** will frequently need to operate under policies put in place by another church or organisation, rather than its own. In such circumstances the management team will satisfy itself that such policies meet the minimum requirements it has defined in this policy and the legal obligations it has.

For all activities involving young people directly, **Oriel Ministries** will appoint or agree a supervisor who will be responsible for the activity undertaken. Usually this will be a member of a partner church or organization.

When working one-to-one with a young person:

- You must notify the supervisor before planning to meet and advise them of the purpose of the meeting. Once the meeting has been arranged you must inform the supervisor of the time, place and expected duration of the meeting.
- Arrange to meet in a public place where you are visible always; do not arrange to meet young people in their own or your home without parental and/or the supervisor's permission and presence.
- In a venue or office situation at least one other team member or volunteer needs to be present in the building and the door to the room left ajar and be visible always.
- When the meeting has concluded you must inform the supervisor as soon as possible if there are any concerns or anything unusual that happened in the meeting.
- Records should be made of the meeting including a brief overview of the conversation and this should be kept on file.
- If a young person becomes aggressive or abusive towards you, leave ASAP, seek help from fellow workers, or phone the police.
- If any incident occurs or anything unusual happens or anything that causes concern, the supervisor as soon as the session finishes.

Appendix 4:

Praying with young people

- Only pray with young people with their permission.
- Don't force information out of a young person; they will tell you what they want you to know, just give them time.
- Never lay hands on a young person.
- It is helpful to pray with your eyes open, so they don't get worried. Prayer may be a totally new concept for the young person and we need to be sensitive to this. This allows you to see how the young person is responding also.
- Stay in an open area of the room when praying; do not take a young person into a corner of the room where no-one can see what's going on.
- Give the young person personal space, no hugging or getting too close; try to stand / sit in a non-threatening way.
- Record what you prayed about on a response card.
- Remember, if they give you any information about harm (past, current or threatened) to either the young person or someone else, please report this to the DSO or Event Manager.
- Don't be afraid to ask for help.
- Where possible, work in pairs rather than on your own - or at least in hearing distance of another team member.

For further details on supporting those who may wish to know more following an event, or respond to the message given, please see Ministry Notes section of Briefing Notes for Stewards.

Appendix 5:

Role of the Designated Safeguarding Officer (DSO)

The DSO takes the lead in any child protection and safeguarding issues that may arise. On rare occasions when the DSO is unavailable, concerns should be passed to the Deputy DSO. They should be available for staff and volunteers to discuss any safeguarding concerns they may have.

The DSO for **Oriel Ministries** is Jayne Biddle

The Deputy DSO for **Oriel Ministries** is Izzi Franklin.

The nominated trustee for safeguarding is Ruth Krolik.

Both the DSO and Deputy DSO have successfully completed 'Safeguarding Adults and Children (Combined) training, delivered by Thirtyone:eight.

The main aspects of the DSO role are as follows:

Work with others, the DSO should:

- Ensure safeguarding is at the heart of **Oriel Ministries** work and ethos.
- Support others in knowing how to recognise and respond to potential concerns.
- As required, liaise with head teachers to keep them informed of any safeguarding issues, especially any ongoing enquiries or police investigations.
- As required, liaise with the local authority case manager or the designated officer at the local authority if a concern has arisen regarding a member of **Oriel Ministries** staff or volunteer.
- Liaise with **Oriel Ministries** staff and volunteers on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Act as a source of support, advice and expertise for staff.

Manage referrals, the DSO should:

- Refer cases of suspected abuse to Children's Social Care, and support staff or volunteers who have raised concerns about a child or have made a referral to Children's Social Care.
- Where there are concerns about radicalisation, to make referrals to the Channel programme and offer support to other staff who have concerns about radicalisation.
- Refer cases to the Disclosure and Barring Service (DBS), where a member of staff or volunteer has been dismissed following concerns they posed a risk to a young person.
- Refer cases to the police where a crime has been or may have been committed.
- Contact Multi Agency Referral Unit (MARU) whenever clarification is needed regarding a disclosure.

Undertake training and develop knowledge, the DSO should:

- Attend training to enable them to carry out their role (minimum Level 2 but ideally Level 3). This should be updated every two years
- In addition to formal training, the DSL should keep knowledge and skills up to date e.g. on-line bulletins.
- Understand the referral and assessment process for early help and intervention.

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- Know about child protection case conferences and reviews and contribute to these effectively when required.
- Ensure that all staff and volunteers have access to and understand **Oriel Ministries** Safeguarding Policy.
- Be aware of the needs of any vulnerable children i.e. those with special educational needs, young carers and those receiving support from the local authority including a child in need, a child on a child protection plan or a looked after child.
- Keep detailed, accurate and secure records of concerns and referrals, ensuring referrals are made in a timely manner where appropriate.
- Encourage a culture of listening to young people and taking account of their wishes and feelings.

Raise awareness, the DSO should:

- Work with **Oriel Ministries** trustees to ensure the organisation's Safeguarding Policy is updated and renewed annually and that all members of staff and have access to it and understand it.
- As required, provide briefings and updates at staff meetings to help ensure that everyone is kept up to date on latest policy developments and reminded of their responsibilities.
- Ensure the Safeguarding Policy is available publicly and that parents are aware of the policy and that **Oriel Ministries** may make referrals to children's Social Care if there are concerns about abuse or neglect.
- Ensure young people know who they can speak to if they have concerns or feel unsafe at any time; this will include the use of posters in prominent places and regular mentioning within talks.
- Link with the Local Safeguarding Children's Board (LSCB) to keep up to date with training opportunities and the latest local policies.

Record keeping, the DSO should:

- Keep detailed, accurate and secure written records of safeguarding concerns. These records are confidential and should be kept separately from any other information. They should include a chronology of concerns, referrals, meetings, phone calls and emails.

Training of other staff, the DSO should:

- Ensure staff have induction training covering child protection, an understanding of safeguarding issues including the causes of abuse and neglect (Level 2).
- Ensure others i.e. trustees and 'special events' volunteers, are able to identify the signs and indicators of abuse, respond to disclosures appropriately and respond effectively and in a timely fashion when they have concerns (Level 1)
- N.B. It is good practice to invite all trustees to this training (not just the nominated trustee for safeguarding) so that they all have a basic awareness of the issues involved.
- Ensure Trustees and managers attend 'Safeguarding for Trustees' training at least every 2 years, so that all involved in managing and leading the charity have up to date knowledge of the strategic aspects of safeguarding also.

Appendix 6:

Types of abuse

Child abuse is any action by another person – child or adult – that causes significant harm to a young person. In the work of **Oriel Ministries**, it is our duty to work to prevent abuse taking place. The main types of abuse are below:

Domestic ~ not limited to physical acts of violence or threatening behaviour between people in a relationship, but can include emotional, psychological, controlling or coercive behaviour, sexual and / or economic abuse. Young people may experience domestic abuse directly, as victims in their own right, or indirectly due to the impact the abuse has on others such as the non-abusive parent.

Physical ~ when an adult deliberately kicks, beats, punches, hits, shakes, throws, poisons, drowns, suffocates, burns or scalds a young person and his or her body is hurt or injured. It includes fabricated or Induced Illness (FII) where a parent or carer makes up or causes symptoms of illness in a young person. It also includes Female Genital Mutilation (FGM). Signs of concerns of FGM should be referred to Ruth Krolik. Many young people get cuts and bruises as part of the rough and tumble of everyday life. You need to be able to distinguish between normal, everyday childhood injuries and other injuries that may indicate a young person is being abused.

Emotional ~ where young people don't receive love and affection, they may be frightened by threats or taunts, or are given responsibilities beyond their years. Mental Health concerns, including self-harming and eating disorders, may be an indicator of emotional abuse. It also includes exploitation or corruption, including child trafficking, forced marriage and Female Genital Mutilation (FGM).

Sexual ~ where adults (and sometimes other young people) force or persuade a young person to satisfy sexual desires; touches a young person's private parts in a way that makes the child feel worried or unhappy; shows the young person rude pictures or videos; grooming. Sexual abuse can range from visual contact to sexual penetration and rape. It also includes Child Sexual Exploitation and harmful sexual behaviour.

Neglect ~ where adults fail to care for young people and protect them from danger, seriously impairing health and development; when an adult leaves a young person alone for long periods of time.

Bullying and cyberbullying ~ includes verbal and non-verbal, intimidation, racial, homophobic, cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

Radicalisation ~ where an individual is being groomed, coerced, controlled or exploited to hold extremist and often violent views based on an ideology.

Spiritual ~ not a category but of concern within and outside of faith communities, including the church. Includes coercion and control within a spiritual context.

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N.B. Categories of abuse in adults (Care act 2014) differ to the above.

The Department of Health (2018) recognises that adult safeguarding 'is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's well being is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances. Further details are available from the DSO, should anyone have concerns not covered above.

Appendix 7:

Dealing with disclosures and concerns about a young person

The most important thing to remember is that when a young person discloses that abuse of any nature is taking (or has taken) place, they are divulging a secret. It is not the place for this document to provide guidance for counseling in this scenario, but please make sure that the young person knows that YOU believe them. Many situations have arisen where the first person to be told of such events failed to demonstrate that they believed the young person in the first instance and this led to the abuse being covered up for years.

If a young person wants to talk to you about some form of abuse, adhere to the following guidelines as much as is possible and is appropriate to your situation. General points are:

- accept what the person says
- remain calm, do not appear shocked
- look directly at the young person
- never agree to keep the disclosure a secret; be honest, let them know you may need to tell someone else in order to keep them safe
- assure them that they are not to blame for abuse
- never ask leading questions, never push for information
- do not fill in words, finish their sentences or make assumptions
- be aware that the child may have been threatened
- do not share the disclosure with others, confidentiality is crucial.

If a young person comes to you and talks about past or present abuse situations, keep a factual, hand-written narrative of the conversation immediately after you have spoken with that person. The following procedure **must** be followed:

- Report the disclosure to the DSO of the school or church group you are partnering with. If the event is hosted directly by **Oriel Ministries**, the reporting should be to the DSO of **Oriel Ministries**.
- Keep reporting channels as short as possible, do not prevent or delay any reporting to relevant authorities. If the person to whom the abuse was disclosed believes that the DSO has not taken appropriate action they may speak to the authorities themselves.
- Complete the Safeguarding Concerns Form; check it through to ensure it would make sense to another person reading it.
- Keep the young person informed of what is being done and what is likely to happen. Where the abuse is current this will need to be reported to the authorities by the DSO. However, it is also important that the young person is aware that no action is likely to be taken by the authorities without the young person being listened to and all decisions reached will take account of the wishes and feelings of the young person (1989 Children Act).

It is not the role of the person to whom a disclosure has been made, or that of the DSO, to decide where or not a young person has been abused or to investigate an allegation or disclosure. This must be done by the appropriate authorities, usually the Police or Social Services.

Appendix 8:

Recording and information sharing

Essential sharing of information between those working with young people is crucial for early identification of need, assessment, support and keeping children safe. It is important that, if a young person makes a disclosure, you should make hand written notes of the conversation immediately afterwards (so that your recollections are fresh) and then transfer these to the Safeguarding Concerns Form as a matter of priority. Remember to use the exact words the young person used, don't paraphrase, don't use terms that are more 'acceptable' or add an opinion.

The Safeguarding Concerns Form asks for the following details:

- Name of young person;
- What the young person said - not your interpretation of what has been said;
- Any responses you made;
- Names of all those involved in disclosure;
- Date, time and place of disclosure;
- What actions you have taken and your reasons for taking them;
- Your name and contact details.

Once completed, pass the Safeguarding Concerns Form to the relevant DSO, who will decide on next steps.

If the disclosure or concern is made whilst **Oriel Ministries** are working with a school or other church partner, the completed Safeguarding Concerns Form must be passed to the designated DSO of that organisation, who will then follow their own safeguarding procedures.

If the disclosure or concern is made during an **Oriel Ministries** event, the completed Safeguarding Concerns Form must be passed to the **Oriel Ministries** DSO who will follow **Oriel Ministries'** own Safeguarding policy and procedures. This may include contacting Multi-Agency Referral Unit (MARU) who may request a copy of the Safeguarding Concerns Form as part of further enquiries. The DSO will ensure a copy is taken before the form is passed on. Any Safeguarding Concerns Forms must be kept in a secure place, only accessible to nominated staff members.

Should several safeguarding concerns be shared by a young person over time, the Safeguarding Concerns Forms, together with a log of actions, phone calls, conversations etc. must be kept, together with a Chronology detailing incidents and follow up over time. This may also be requested by MARU. A complete copy will be made by the DSO before passing on the information.

Appendix 9:

Managing allegations against staff and volunteers, Complaints and Whistleblowing

If any member of staff or volunteer is accused of abuse, then **Oriel Ministries** will co-operate fully with other agencies in the enquiry and take appropriate action in line with **Oriel Ministries Working Agreement**. Such action will be prompt, full and frank.

Oriel Ministries' staff and volunteers must report any allegation made about themselves or others to the session supervisor or his/her delegated representative at the earliest opportunity.

If an accusation is substantiated, **Oriel Ministries** will inform the Disclosure and Barring Service, in line with DBS guidance. **Oriel Ministries** will also inform the Charity Commission in line with Charity Commission requirements.

For details of what to do in the event of a complaint, grievance or whistleblowing concern, please see *Grievance Procedure*, section 14 of **Oriel Ministries Working Agreement** and separate Whistleblowing Policy. The nominated trustee for Whistleblowing is David Buckley.

Appendix 10: Anti-bullying and Harassment

Oriel Ministries views allegations of bullying seriously and has a separate Anti-bullying and Harassment Policy for staff and volunteers, outlining what to do if a member of staff feels they are being bullied or believes a colleague is being bullied. This appendix aims to inform staff and volunteers of how to support young people who may feel they are victims of bullying.

Bullying can take many forms, such as:

- Verbal teasing, humiliation or making fun of someone;
- Excluding children from games and ignoring them in conversations;
- Pressurising other children not to be friends with the person who is being bullied;
- Spreading hurtful rumours or circulating inappropriate photographs, images or drawings;
- Shouting at or verbally abusing someone;
- Stealing money or damaging someone's possessions;
- Making threats, being intimidated;
- Physical (being hit, kicked, pushed or pulled about) or sexual assault;
- Forcing someone to do something embarrassing, harmful or dangerous;
- Harassment based on race, gender, sexuality, culture, or disability;
- Cyber-bullying, through your phone or on-line.
- Bullying can also be part of other forms of abuse, including neglect, emotional, physical and sexual abuse.

People might bully someone because of their race, culture, religion, sexual identity, even their social media pages. It may be done by friends, family, people at school and strangers. It can happen in different places - at school, home or online. Whatever the reason for the bullying, whoever is doing it or wherever it is happening, **it is never acceptable, it's never ok.**

If a young person discloses they are being bullied, they need to be believed, understand there are ways to get it stopped and learn ways to feel better about themselves. Ideally the young person will be happy for you to let his or her parents know or agree that you can tell the staff at school (if the disclosure takes place as a result of a class lesson) or youth leader at church (if disclosed at a church event). The NSPCC and Childline websites are also useful sources of support. The following are important key messages when dealing with bullying:

- Bullying is nasty and can make you feel bad about yourself;
- Building your confidence and feeling good about who you are is important in stopping the bullying over time;
- Write down something positive about yourself;
- Practice being assertive, saying what you think without being pushy or rude;
- Block the bully on your phone, delete or unfriend them on your social networking sites;
- Change your walk home route or avoid them in school;
- Tell someone - your friends can support you even if you don't want to give them details
- Tell an adult - parent, guardian, someone you trust, a teacher;
- Don't fight back - you could get into trouble or hurt;
- Don't reply to an abusive message but show the message to an adult.

Appendix 11:

Transporting young people

All vehicles used in **Oriel Ministries** business must have valid M.O.T., insurance (inc business / voluntary use) & tax and be in road worthy condition. For all activities involving young people directly, Oriel Ministries will appoint or agree a supervisor who will be responsible for the activity undertaken, including drivers. The supervisor will usually be a member of **Oriel Ministries** or a partner church or organization.

Drivers of the van will be over 25 years of age and have held a full UK driving license for at least two years.

The supervisor should be informed of any journey involving young people under 18.

Parental permission either by letter or verbally must be given before young people under 18 are transported. If a young person turns up to an event and needs a lift home but does not have written permission and verbal permission cannot be obtained then at the discretion of the supervisor they are to be taken home.

Drivers should ensure that everyone travelling in the vehicle is wearing a seat belt at all times.

If a young person's behaviour is dangerous or they behave in an inappropriate way, the driver should stop the car and notify the parents to come and pick up the young person.

If only one young person is left in a four door car, that young person should normally sit in the rear seats. However if the car only has two doors the young person should sit in the front but such events must be avoided under normal circumstances.

When dropping off a young person drivers should ensure that they are safely inside the premises, before leaving. Young people are to be dropped off at the place they were picked up from unless parental permission is given (e.g., don't drop them off at the chip shop)

Try to park your car as close as possible to the venue. If you cannot park close by, be aware of the risks involved in walking particularly late at night.

Journeys where young people are transported need to be recorded on a journey log sheet.

In case of breakdown, ensure the situation is safe and notify the supervisor & contact parents.

Drivers should take their mobile phone and supervisor's phone number with them when transporting young people. **Oriel Ministries** telephone number is ~ 0844 3180413.

In case of long journeys drivers should take a rest of at least 15 minutes every 2 hours & 45 minutes after 4 hours. These breaks can be taken in a vehicle if someone else is driving. Oriel Ministries volunteers or staff will not pressure people to drive when they are not fit to do so.